

\* THIS SCHEDULE SUPERCEDES SCH.  
# C-752, DATED MARCH 19, 1996.

**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.

C929

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

AGENCY	OFFICE OF LAW	DIVISION
Item No.	Description	Retention
	ANY OR ALL OF THE BELOW LISTED PERMANENT FILES MAY BE MICROFILMED	Retain Microfilm as permanent record
1.	<u>Litigation Files</u> - All cases prosecuted or defended by the Office of Law including litigation occasioned by insurance claims.	Retain 12 years, then destroy.
2.	<u>Board of Appeals Cases</u> - All cases presented before the Board of Appeals. When a matter is appealed to the Circuit Court, it is transferred to a litigation file. If not appealed, retain as Board of Appeals file.	Retain 12 years if appealed, then destroy.
3.	<u>Social Services Guardianships with Right to Consent to Adoption</u>	Retain for 3 years beyond date of release of guardianship then destroy.
4.	<u>Condemnation Cases</u> - Cases where Anne Arundel County is named as party defendant for tax payment purposes -- at State Road Commission, Baltimore Gas & Electric, Annapolis Urban Renewal, U.S Government	Retain 3 years in office then destroy
5.	<u>Property Acquisition Files</u> - Property purchased by County for capital projects and settlement performed by outside counsel - Right of Way Division has the master files on these cases.	Retain 3 years in office then destroy
6.	<u>Property Acquisition Files</u> - Settlements handled by Office of Law. Right of Way Division retains master files on these cases.	Retain 3 years in office then destroy
7.	<u>Health Department Violations (not litigated)</u>	Retain 3 years in office then destroy

Schedule Approved by  
Records Management Officer

5/7/01  
Date

*Z. W. Parker*  
Signature

Schedule Approved by  
Chief Administrative Officer

May 20, 2001  
Date

*Jerome W. Khan*  
Signature

Schedule Approved by  
Agency, or Division Representative

5/7/01  
Date

*[Signature]*  
Signature

Schedule Approved by  
State Archivist

JUN 19 2001  
Date

*Edward C. [Signature]*  
Signature

**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

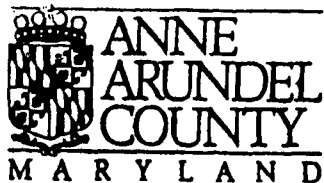
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Item No.	Description	Retention
8.	<u>Lease Agreements</u> - Lease of property by County for its use and lease out of County owned property.	Retain 3 years in office after expiration of lease then destroy
9.	<u>Collection Files</u> - Personal Property and Miscellaneous	Retain 3 years in office if paid Retain 12 years if judgment entered, then destroy
10.	<u>General Correspondence</u> - Miscellaneous correspondence with all departments and with the public	Retain 3 years in office then destroy
11.	<u>Accounting Records and Budget</u>	Retain 3 years in office then destroy
12.	<u>Reading Files</u> - Copies of all outgoing pleadings and correspondence	Retain 3 years in office then destroy
13.	<u>Public Works Default File</u> - not litigated	Retain 10 years then destroy
14.	<u>Social Service Claims against Estates</u> - Cases where Department of Social Services attempts to get reimbursement from an estate for money advanced to elderly.	Retain 3 years then destroy
15.	<u>Adult Guardianships</u>	Retain 3 years after legally terminated then destroy
16.	<u>Professional Service Contracts</u>	Retain 3 years from expiration date then destroy
17.	<u>Personnel Files</u>	Retain 3 years in office from date of termination then destroy
18.	<u>Mail Log and Agreements Tracking System Log</u>	Retain 3 years in office then destroy
19.	<u>Zoning Citation Cases</u>	Retain 3 years in office then destroy
20.	<u>EthicsLine Report Forms and Supplemental Report Forms</u> - submitted to the Committee on Fraud, Waste, and Abuse for action.	Retain in office until conclusion of action by Committee then destroy



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Item No.	Description	Retention
21.	<u>Legislation Files</u>	Retain for 3 years then screen and destroy all material not needed.